

**Maryland Energy**  
ADMINISTRATION  
*Powering Maryland's Future*  
**Energy Grant Administrator**  
**Job Description**

Join the Maryland Energy Administration. You will have an unprecedented opportunity to work on the cutting edge of implementing Maryland's energy policies and programs. We are looking for the best and the brightest to join the team that has made Maryland one of the nation's leaders in energy.

**Responsibilities:** Grant Administrators provide direct assistance to agency program managers in processing and monitoring applications for MEA grant programs. This is an entry level position requiring a high level of organization, common sense, professional communication skills, and attention to detail and a commitment to high quality while working within a team environment. Grant Administrators will be responsible for:

- Receiving, reviewing and processing incoming grant applications;
- Reviewing and capturing data from hardcopy and electronic applications, completion certificates, and other supplementary documents;
- Entering both alpha and numeric data from grant documents into excel spreadsheets and the agency's program management database;
- Managing and analyzing grant information using the agency's program management database;
- Reaching out to grant applicants and industry associations to gather missing data points; answering questions on administered grant programs via phone and email;
- Conducting financial and statistical analysis on administered grant programs necessary to process grants from the initial application phase through the processing approved invoices for payment in the State's financial systems.

**Qualifications:** Successful candidates will ideally have:

- Educational background in energy and/or related issue areas; actual experience in the energy industry a plus;
- Experience with, and be at ease in, meeting and interacting with the general population as well as with co-workers in a professional environment; positive customer service experience a plus;
- Analytical acumen with which to understand financial and energy related statistical data;
- Excellent written and oral skills, well organized and able to meet deadlines, and the ability to work well with both internal staff and external parties;
- Experience with and a command of MS Office applications (Excel, Word, PowerPoint). Knowledge of and experience with database applications (such as Access or Salesforce) is a plus.

The ideal candidate will have at least a bachelor's degree in an energy-related field, such as energy policy or engineering.

**To Apply:** Please send a cover letter, resume, and salary requirements by email, with "Grant Administrator" in the subject line to [Jobs.mea@maryland.gov](mailto:Jobs.mea@maryland.gov). Qualified candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

**Salary:** This is a state contractual employee position and does not accrue benefits. Salary is commensurate with experience.